



City of Austin - JOB DESCRIPTION



Associate Hearing Officer

FLSA:	Standard/Non-Exempt	EEO Category:	(60) Admin/Supp
Class Code:	12215	Salary Grade:	MB1
Approved:	February 11, 1999	Last Revised:	July 19, 2012

Purpose:

Under minimal supervision of the Hearing Office, investigates and evaluates disputed civil violations and determines liability and appropriate enforcement actions.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Performs hearing officer functions including managing and conducting hearings in person to determine liability of civil violations, making judgments based on evidence submitted.
2. Researches and applies appropriate laws in regards to contested civil violations submitted by mail and determines liability.
3. Performs research to determine ownership of vehicles accumulating multiple civil violations.
4. Communicates information and detailed explanations to internal and external customers about the civil enforcement program, hearing dates, report data, etc.
5. Confirms and orders the authorization to boot and/or tow vehicles in violation of City of Austin ordinances.
6. Prepares cases for judicial appeal hearings.
7. Investigates civil violation sites to determine validity of disputed claims.
8. Enters findings and other information into courts case management system.
9. Recommends changes to civil case handling policies and procedures to the Hearing Officer.
10. Prepares records destruction requests.

Responsibilities - Supervisor and/or Leadership Exercised:

None

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of Federal, State and Local laws.

Knowledge of city practices, policy and procedures.

Knowledge of criminal enforcement proceedings.

Skill in oral and written communication.

Skill in handling multiple tasks and prioritizing.

Skill in using computers and related software.

Skill in planning and organizing.

Ability to handle difficult situations.

Ability to read/comprehend/interpret laws and ordinances governing municipal civil violations or other administrative hearings.

Ability to establish and maintain good working relationships with city employees and the public.

Minimum Qualifications:

Associate's degree from an accredited college or university with major course work in a field related to Business Administration, Social Science, or other related field plus two (2) years experience in a related field

Experience may substitute education up to a maximum of two (2) years.

Licenses and Certifications Required:

None.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.